



Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services, U.S. Embassy, Bangkok

- 1) Bring this checklist with you to your appointment, signed, and dated.
- 2) You cannot apply for a report of birth and passport without a scheduled appointment for each applicant (the child). Please make an appointment at: <https://evisaforms.state.gov/acs/default.asp?postcode=BNK&appcode=1>
- 3) Please check the appropriate box in front of each document that you bring with you.
- 4) Many of the documents require you to submit both an original and a photocopy.
- 5) The documents should be placed in the same order as the checklist with the original on top of the copy.

In addition to this list, a personal appearance by the applicant (the child) is required.

FEES/FORMS/PHOTOS

☐ **Non-Refundable Application Fee**

The fee for a Consular Report of Birth is \$100. The fee for a child's passport under 16 is \$105; the total is \$205. For those children 16 and over, the fee is \$135. The cashier at the Embassy accepts cash (either dollars or baht) and credit cards (Visa, MasterCard, American Express, or Discover).

☐ **Thai Post Delivery Fee**

Upon approval, you have the option to either pick up the CRBA in person at the Embassy when it is ready for pick up (in approximately three (3) weeks), or have it delivered by Thai Post. If you wish delivery by mail, you may purchase a Thai Post self-addressed envelope fee (80baht) at the Thai Post kiosk on the day of your appointment at the Embassy. Please be sure to inform staff members at the time of your appointment.

☐ **Photos of applicant**

You will need two (2) identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background for the child. For photo instruction and samples, refer to:

http://travel.state.gov/passport/pptphotoreq/photoexamples/photoexamples_5300.html

☐ **"Application for Consular Report of Birth Abroad" (DS-2029) Complete **but do not sign!****

Only the U.S. citizen parent as the child's biological parent or legal guardian can apply for a CRBA. Either parent, including a non-U.S. citizen parent, may complete this application, **but it needs to be signed in person before a Consular Officer at the interview**. If you are a legal guardian, a special power of attorney from the parent(s) or guardianship affidavit must be submitted. Please read and follow the "Instructions" when filling it out. Complete all the applicable items but do not sign this form until you are asked to do so by the Consular Officer during your appointment at the Embassy. If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must also complete Item 28, page 3 of the form DS-2029. If a U.S. citizen father transmitting citizenship to the child born out of wedlock *is not present*, he may complete State Department Form **DS 5507** (Affidavit of Parentage, Physical Presence and Support) and submit separately.

→ Download and print Form **DS-2029** at: <http://www.state.gov/documents/organization/156216.pdf>

☐ **“Affidavit of Parentage, Physical Presence and Support” (DS-5507)**

If the parents were **not married** at the time of the child’s birth and the father is the U.S. citizen, **the father must also complete Form DS-5507 if the father will not be present.** The father must sign the form (signature is required on pages 3 and 4) and get it notarized by a U.S. commissioned notary. If the father is deceased, submit an original death certificate and photocopy. For a death that occurred in Thailand, we require a copy of the Thai Death Certificate.

→Download and print Form **DS-5507** at: <http://www.state.gov/documents/organization/126018.pdf>

If you would also like to apply for a passport, please submit these additional items:

☐ **“Application for a U.S. Passport” (DS-11) Complete but do not sign!**

For children under the age of 16 both parents/legal guardians are required to come in person. You must complete the form electronically and print it out. Please review the information on First Passport Applications (for children under the age of 16) on the website found at <http://www.state.gov/documents/organization/212239.pdf>

→Download and print Form **DS-11** at: <http://www.state.gov/documents/organization/212239.pdf>

☐ **“Statement of Consent” (DS-3053)** is required for passport applications for children under the age of 16 **if only one parent is appearing for the interview.** The absent parent must sign the **DS-3053** and get it notarized by a U.S. commissioned notary. The document is valid for 90 days after the date of signature. If only a legal guardian will accompany the child, a DS-3053 from both parents is required.

→Download and print Form **DS-3053** at: <http://www.state.gov/documents/organization/212243.pdf>

If you would also like to apply for a social security card, please submit these additional items:

☐ **“Application for Social Security Card” (SS-5-FS)** You can complete this form and bring to the interview. Processing time is approximately 3-4 months. The card will be sent directly to the address you write on the form.

→Download and print Form **SS-5-FS** at: <http://www.socialsecurity.gov/forms/ss-5fs.pdf>

PROOF OF IDENTITY & PROOF OF CITIZENSHIP

☐ **Child’s Thai Birth Certificate**

Please bring the original Thai Birth Certificate (issued by the Thai District Office, or Amphoe) and one photocopy. For children born in Thailand, a Thai Birth Certificate is required.

☐ **Certified English Translation of Child’s Thai Birth Certificate**

Please bring the original certified English Translation and one photocopy. For a list of certified translation services, please see: http://photos.state.gov/libraries/thailand/231771/acs/translators_internet_service_photographers.pdf

☐ **Photo identification for infants (and growth photos if a school-age child, if necessary)**

For infants, the photos must be clear, front view, full face, and in focus. The background must be plain white or off-white. Please print the child's first and last names on the backs of both photos. Growth photos are required for school-aged children and should begin as near to birth as possible, spanning to the present.

☐ **Evidence of parents' U.S. citizenship**

The U.S. citizen parent must have been a citizen at the time of the child's birth. The U.S. citizen parent(s) must present his/her current and any expired U.S. passports covering conception time and pregnancy, and a photocopy of each passport and each page. **Please flag mother's and father's passport pages with Post-its for date of conception.** We will accept a U.S. notarized copy of the current U.S. passport and its pages in lieu of the original. (Note: We only accept documents notarized by a U.S. commissioned notary). If the U.S. citizen parent was naturalized, he/she must bring the original Certificate of Naturalization.

☐ **Passport/Identification document for non-U.S. citizen parent**

A non-U.S. citizen parent must bring his/her current (and any expired passports during date of conception) or another form of photo identification, such as a Thai ID card. Please bring the original ID and one photocopy of each.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

☐ **Evidence of physical presence/residence, for U.S. citizen parent:**

U.S. law requires that parents demonstrate five (5) years of physical presence in the United States prior to the child's birth. Two (2) of those years must have been after the age of 14. Please bring the original documents and a photocopy of each. ***Some examples*** of items that may support evidence of physical presence follow:

- university and high school transcripts
- housing documents (mortgage/leases on US residences)
- utility bills
- U.S. naturalization certificate
- Social Security earnings history
- Work pay stub receipts
- passport entry/exit stamps in current and previous passports
- U.S. parents who served in the U.S military may also bring their DD-214 (if applicable) and/or current and previous military orders.

PARENTS' RELATIONSHIP

☐ **Parents' marriage certificate, if applicable**

Please bring the original marriage certificate and one photocopy. For marriages in Thailand, we require a registered Thai Marriage Certificate.

☐ **Divorce and Annulment Decrees/Death Certificates, if applicable**

The mother and/or father will need to show termination of all prior marriages. Please bring certified English translations if the decrees or certificates are not in English. Please bring a copy of the divorce decree/annulment decree/death certificate and another photocopy of each document. For a death that occurred in Thailand, we require a copy of the Thai Death Certificate.

BLOOD RELATIONSHIP

☐ **Evidence of the couple's physical presence in the same location at the time of conception**

To determine time of conception, subtract nine (9) months from the child's date of birth. Please bring your **original** passports during time of conception, and **indicate with post-its** those passport pages with stamps during the time of conception. You may bring a notarized copy of the U.S. passport and its pages in lieu of the original. (Note: we only accept documents notarized by a U.S. commissioned notary.)

☐ **Assisted Reproductive Technology (ART)**

U.S. citizens are advised not to engage in commercial surrogacy arrangements in Thailand. On February 19, 2015, Thailand's Legislature passed a law to ban commercial surrogacy. Please contact us at ACSBKK@state.gov if you have any questions.

☐ **DNA**

NOTE: Do not initiate DNA testing unless it was recommended by the Embassy for your pending CRBA application. A DNA test done independently and not according to Department of State procedures will not be accepted.

When evidence is not sufficient to conclusively determine a biological relationship between the U.S. citizen parent and the child, the Consular Officer **may recommend** DNA testing be complete to most effectively establish biological relations. Please to not conduct independent DNA exams. Only DNA test results from the [Department of State approved laboratories](#) and coordinated through the Embassy can be used to determine a genetic relationship for citizenship purposes. For more information, read the DNA testing procedures on the Embassy's website as follows: <http://bangkok.usembassy.gov/service/birth-of-a-u.s.-citizen-in-thailand.html>

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is submitting all of the necessary documents. If you do not bring the required documentation, we will suspend processing of your application and you may be required to schedule another appointment.

You may be asked to provide additional documentation at the time of your interview. By regulation you will have ninety (90) days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applying Parent or Guardian

Date